



Republic of the Philippines  
**OFFICE OF THE CITY MAYOR**  
City of Angeles

2<sup>nd</sup> Floor, City Hall Building, Pulung Maragul, Angeles City  
Telephone Nos. 045-458-2194 \* 045-322-8150  
Trunklines: 322-7248 \* 322-7230 Dial Local Nos. 200 or 275  
Email: mayor.pogilazatin@gmail.com \* angelescity.gov.ph

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**MEMORANDUM**  
**No. 493, Series of 2020**

**TO:** ALL DEPARTMENTS AND OFFICES

**FROM:** Mayor CARMELO G. LAZATIN, JR.

**DATE:** March 12, 2020

**SUBJECT:** ADOPTING FOUR (4) DAY WORK WEEK SCHEDULE FOR THE ANGELES CITY GOVERNMENT FOR THE DURATION OF PUBLIC HEALTH EMERGENCY PURSUANT TO PROCLAMATION NO. 922

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**I. REFERENCE AND BACKGROUND**

The outbreak of the Corona Virus Disease (COVID 19) constitutes an emergency that threatens national health security and requires a whole-of-government response. The declaration of a State of Public Health Emergency by President Rodrigo Roa Duterte through Proclamation No. 922 dated March 08, 2020 capacitates government agencies and local government units to immediately act and mitigate the corona virus disease's effects to the community and prevent the serious disruption of the government and community functions.

On March 11, 2020, the Civil Service Commission, through its Resolution No. 2000481, issued Memorandum Circular No. 07 series of 2020 or the Interim Guidelines for Alternative Work Arrangements and Duration of the State of Public Health Emergency pursuant to Proclamation No. 922 covering all government agencies, namely: Constitutional Bodies, Departments, Bureaus and Agencies of the National Government, Government-Owned or Controlled Corporations (GOCCs) with original charters, Local Government Units (LGUs), and State and Universities and Colleges (SUCs).

Thus, the Angeles City Government Offices' work schedule is reduced to four (4) days (Monday to Thursday) but the number of work hours per day is set to ten (10) hours. The total number of required work hours per week shall not be less than forty (40) hours, exclusive of meal time.

**II. SCOPE AND COVERAGE**

1. The applicability of the four-day work week schedule shall cover all Angeles City Government Officials, Admin/Tech officers, personnel performing admin/tech work, Job Orders, Contract of Service, and Contractual personnel.